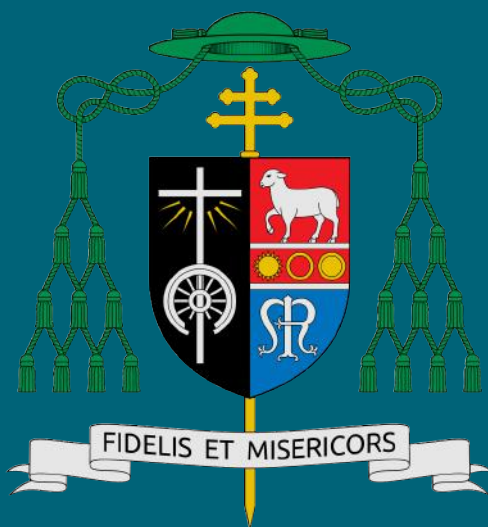


STANDARD 6

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

GUIDANCE

**THESE PIECES OF GUIDANCE ARE TO ASSIST,
IF NECESSARY, WITH THE IMPLEMENTATION OF
STANDARD 6**



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Roles of Safeguarding Personnel in Relation to this Standard

Church authority

The role of the Church authority across all the seven standards is outlined in Appendix A. In relation to Standard 6, the Church authority is responsible for:

- Ensuring that practice and policy with regard to communication is compliant with civil and canon law.

Safeguarding committee

The role of the safeguarding committee across Standards 1, 5, 6 and 7 is outlined in Appendix A. In relation to Standard 6, the safeguarding committee is responsible for:

- Producing a three-year child safeguarding plan. Part of this plan will include evidence that a communications plan is developed and implemented across the Church body. To do this, an annual child safeguarding communications plan needs to be developed;
- Coordinating local safeguarding representatives in the development of a communications plan. This coordination involves consultation with key stakeholders, including children and guardians, regarding the plan.

Local safeguarding representative (LSR)

The role of the LSR across Standards 1, 5, 6 and 7 is outlined in Appendix A. In relation to Standard 6, the LSR is responsible for:

- Working with the safeguarding committee to consult with key members of the community, including children, guardians and other personnel who have been identified by the safeguarding committee in the compilation of a communications plan;
- Checking that methods of communication are effective and in place. This information should be communicated to the safeguarding committee as part of the consultation and evaluation phases of developing and reviewing a communications plan.

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Storage and Retention of Records Associated with this Standard

Type of Record	Where to Store	Guidance Number/ Page Number
Communications plan	Diocesan/congregational level	Guidance 6.1A Page 5
Minutes of meetings with local safeguarding organisations	Diocesan/congregational level	Guidance 6.4A Page 31
Child Safeguarding Statement (only for Church bodies who have ministry with children in the Republic of Ireland)	Diocesan/congregational level	Guidance 6.2D Page 23

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6.1A Guidance on Developing a Communications Plan

Step 1: Reviewing current policies, procedures and practice

Communicating what child safeguarding policies, procedures and practice are in place is a core element of the Church's strategy to safeguard children. Policies and procedures are only effective if everyone, including children, understands their purpose and knows how to use them. To successfully implement the Church standards, effective communication systems must be in place.

Church personnel who are appropriately trained (Guidance 5.3A) must be available to listen to and communicate with children, their parents/guardians and the lay faithful regarding the Church's safeguarding message.

There must be a range of methods to communicate what the Church is doing to create safe environments for children, and how it is responding appropriately to allegations of child abuse.

It is helpful to identify what current communication practices are in place. The following checklist suggests some ideas for the safeguarding committee to consider.

Does the Church body:

- Have a written communications plan, stating what you wish to communicate, to whom, by whom, and how often?
- Display the name and contact details of the designated liaison person (DLP) during Church-run youth activities?
- Place information on your website about safeguarding children?
- Ensure that communications between the Church and parents/guardians/carers/children/community leaders take account of language or communication differences?
- Ensure that parents/guardians, children and relevant others know about your child safeguarding and child protection policies and reporting procedures?
- Have a process for enabling people, including children, to make a complaint and ensure that this process is publicised so that everyone knows about it?
- Involve parents/guardians, as well as children, in developing codes of behaviour, e.g. about anti-bullying?
- Devise ways of obtaining feedback from parents/guardians/carers/children/the Church community to find out what you are doing well, and what is not working?

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Step 2: Gathering further information

Using the information in Step 1, the Church body should gather any further information necessary to develop a communications plan that reflects transparency, openness, accountability and responsibility. The aim of this plan is to make information available about all aspects of policy and practice, which keep children safe in Church and related activities.

To develop this plan, the safeguarding committee needs to develop information on the following:

- **Who** are the target groups? The safeguarding committee should consult with relevant personnel to establish the target audiences for inclusion in the wider safeguarding plan. It is likely that the main target groups with whom a Church body needs to communicate regarding its child safeguarding policy and procedures are:
 - Church personnel;
 - Lay faithful;
 - Children/parents/guardians/carers;
 - Parish staff and volunteers;
 - External organisations, e.g. Tusla, PSNI, An Garda Síochána, HSCT (Health and Social Care Trust);
 - Other relevant external agencies, the general public and the media.
- **What** are the safeguarding messages? Although child safeguarding messages must be consistent, the information needed may change depending on your target audience. Child safeguarding messages may include:
 - Information on what is meant by child safeguarding;
 - Information on the child safeguarding policy;
 - Information on the procedures for reporting allegations, suspicions and concerns;
 - Contact details of the DLP;
 - For children and parents/guardians: how to keep safe; what to do if you, or someone you know, is in danger of being harmed; sources of advice and support; roles of agencies involved in child safeguarding; how the referral process works;
 - For Church personnel: how to deliver best practice; safe recruitment; dealing with allegations; accessing advice and support; availability of training; contact details for relevant child safeguarding personnel.
- **How** are you going to promote child safeguarding? Before deciding how you will do this, it is important to consider the most effective methods for reaching out to key groups of people. Methods could include:
 - **Diocesan/provincial and parish/local congregation websites** that could host material such as the child safeguarding policy, any additional resources developed in relation to child safeguarding, the annual report on child safeguarding within the Church body, the annual training plan, a safeguarding children newsletter, or signposts to other websites such as the NBSCCCI or the civil authorities;

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- **Diocesan/provincial newsletters** providing general information and updates on safeguarding;
- **Parish/local congregational bulletins** with information on child safeguarding events and key contact details;
- **Diocesan/provincial printed publications** such as copies of child safeguarding policies, handbooks and information pamphlets, posters for display in the church, bookmarks for children with child safeguarding information and contacts, annual reports, a child-friendly version of the child safeguarding policy, etc.;
- **National/local press releases** announcing annual reports, updated resources, etc.;
- **Other innovative methods:** it is important to develop positive messages when promoting child safeguarding within the Church. Use the skills and expertise of key people in the Church body to develop creative ways to put forward the positive child safeguarding message of the Church. This could include suggestion boxes, 'Safeguarding Sundays', meetings of key child safeguarding personnel, questionnaires, and workshops with children and young people.
- **Who** is responsible? Using the information outlined in Step 1 and Step 2, alongside the roles identified in Appendix A, it is important to identify who is responsible for each method of delivery. Once identified and agreed, this should be written into the role description, in line with best practice in recruitment and selection (Guidance 1.1A). These roles could include, for example:
 - The child safeguarding committee;
 - The parish priest/local superior/community leader;
 - The DLP and deputy DLP;
 - The local safeguarding representative

It must be understood that within each parish or local congregation, the overall responsibility for implementing the child safeguarding policy remains with the parish priest/local superior/community leader. The overall responsibility for ensuring that each Church body implements effective child safeguarding practice lies with the relevant Church authority.

- **When** will it be achieved? It is important that each plan has clear, realistic and achievable time frames within which each target can be achieved.

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Step 3: Writing the plan

Using the information in Steps 1 and 2, it is the responsibility of the safeguarding committee to write the communication plan using a format such as that outlined in 6.1A Template 1. This plan will form part of the overall three-year safeguarding plan (Guidance 7.2A).

Step 4: Review

It is important to remember that communication is a two-way process. Developing mechanisms for consultation and feedback to review the communication plan is critical to ensure that the child safeguarding message is effectively heard, understood and revised in order to meet the needs of the target groups.

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6.1A: Template 1: Example of a Communications Plan for One Target Group

Who	What	How	Who is responsible?	When	Review
Lay faithful	Diocese safeguarding policy	Printed copies	Diocesan/ congregation office prints hard copies	Annually	Annually
			LSR checks to ensure that policies are in designated location	Weekly and as part of annual audit	Annually
		Diocesan/ provincial website	Diocesan/ congregation office updates website to ensure policy is up to date and available	Annually	Annually
	Name of DLP	Local bulletin	The parish priest/ local superior/ community leader is responsible for ensuring the name of the DLP and contact details are included in the bulletin	Weekly	Biannually
		Diocesan/ provincial website	Diocesan/ congregation office updates website to ensure name of DLP is up to date and available	Annually	Annually
		NBSCCCI website	Church authority informs the NBSCCCI of new or updated information on DLP	As necessary	As necessary

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COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.2

6.2A Guidance on Ensuring that Information Regarding the Church's Child Safeguarding Message is Accessible

A key part of child safeguarding is ensuring that the methods used to communicate information on the Church's child safeguarding message are accessible and appropriate.

Methods of communication on the safeguarding message may include:

- Public posters for adults, with information about what to do if there is a child safeguarding concern, including contact details for appropriate child safeguarding personnel (6.2A Template 1). These posters should be displayed in areas with public access, including residences of priests and religious to which the public have access. There is no requirement to put up child safeguarding posters in private homes connected with the Church body if no public ministry takes place there;
- Child safeguarding leaflets for adults about how the Church responds to child safeguarding concerns, the management of allegations and access to counselling and support (6.2A Template 2);
- Leaflets for children about what to do if they have a child safeguarding concern (6.2A Template 3);
- Posters for children about what to do if they have a child safeguarding concern, including contact details for appropriate child safeguarding personnel (6.2A Template 4);
- The child safeguarding policy in reader-friendly accessible formats (Guidance 6.2B);
- The dissemination of regular newsletters that detail child safeguarding practices (Guidance 6.2C);
- Relevant sermons and events such as 'Safeguarding Sundays' are incorporated into Church liturgies and activities where child safeguarding information is being shared.

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6.2A Template 1: Example Public Poster for Adults

Child safeguarding policy statement of the constituent members of the Catholic Church in Ireland

As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

Details of personnel to contact if you are concerned about the welfare and safety of children

Insert below the names and contact details of the relevant designated liaison person (DLP), and statutory authorities (An Garda Síochána or PSNI; Tusla or HSCT), as appropriate.

DLP:

POLICE:

CHILD PROTECTION SERVICE:

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6.2A Template 2: Example Safeguarding Leaflets for Parents/Guardians

What we will do.

- We will create a safe environment for your child.
- We will listen if you or your child have any worries or concerns.
- We will report all concerns and allegations to the statutory authorities.

IF YOU ARE SCARED OR HAVE ANY WORRIES PLEASE CONTACT

Safe and Sound
in the Catholic Church
For Parents

Everyone in the Catholic Church has an obligation to ensure that children are safeguarded from harm, and that children's rights are protected.

This leaflet tells you how we will create a safe environment for your child, and what you should do if you are worried.

THE NATIONAL ASSOCIATION FOR SAFEGUARDING CHILDREN
IN THE CATHOLIC CHURCH

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**Every Church has a
Child Safeguarding
Policy.
Ask for a copy.**

**All those who work
with children will be
recruited properly.**

**We have a Code of
Behaviour for adults
who work with
children.
Ask for a copy.**

**Your consent must be
asked for when your
child becomes involved
in activities.**

What is Abuse?

Sexual Abuse
Sexual abuse occurs when an adult uses a child for his/her own sexual gratification. It is always wrong.

Physical Abuse
Physical abuse is anything that causes deliberate physical harm to a child.

Emotional Abuse
Emotional Abuse is caused by words and actions which make a child feel unloved, inadequate, creating low self esteem and fear. This may also include bullying amongst peers.

Neglect
Neglect is a form of abuse over a sustained period where a child is deprived of food, warmth and good hygiene.

What you should do.

Get to know who is working with your child; Make sure that your child is never alone with an adult.

Be aware of warning signs.

Be wary of activities or people where you are discouraged from getting involved.

Know the Church's Code of Behaviour.

Talk to someone if you are worried.

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6.2A Template 3: Example Safeguarding Leaflets for Children



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What does Child Abuse mean?

Most children grow up being loved, cared for and safe but some need to be protected from abuse. Abuse is bad treatment by adults or other children which harms a child and can be when a child:

- Is told hurtful things that make them feel scared, unloved and unwanted
- Is physically hurt, for example hitting, shaking, throwing, burning or scalding
- Is made to do, or watch, something sexual that they don't want to
- Is not looked after properly, does not have enough food or clothes or is left alone
- Is bullied, for example being called names, being hit or pushed, having rumours spread about them or being threatened by someone online.

What you should do.

It is important that children are safe from anyone who tries to harm them, this might be a family member or relative, a neighbour, an online friend, someone who looks after them like a teacher, youth leader, someone who works in the Church, or a stranger.

If you are scared or worried, tell someone.

What we will do.



- We will always listen to your concerns.
- We will try and make the church a safe place for you.
- We will tell those who need to know so you can get help.

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What you should do.

What does Child Abuse mean?

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- Is told hurtful things that make them feel scared, unloved and unwanted
- Is physically hurt, for example hitting, shaking, throwing, burning or scalding
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- Is not looked after properly, does not have enough food or clothes or is left alone
- Is bullied, for example being called names, being hit or pushed, having rumours spread about them or being threatened by someone online.

What we will do.

- We will always listen to your concerns.
- We will try and make the church a safe place for you.
- We will tell those who need to know so you can get help.

What you should do.

It is important that children are safe from anyone who tries to harm them, this might be a family member or relative, a neighbour, an online friend, someone who looks after them like a teacher, youth leader, someone who works in the Church, or a stranger.

If you are scared or worried, tell someone.

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.2

6.2A Template 4: Example Safeguarding Poster for Children



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6.2B Guidance on Creating User-Friendly Versions of the Child Safeguarding Policy

Some Church bodies have found it helpful to create shortened or condensed versions of the diocesan/religious order's child safeguarding policy for key audiences. This is done for a number of reasons:

- It makes the policy more attractive;
- It is easier to read and understand by key audiences;
- It makes the policy more relevant for each ministry in which Church personnel are involved;
- Shortened versions are more portable.

However, when developing a condensed version it is important to be mindful of the following points:

- Do not create so many versions of the policy that it dilutes the key messages of child safeguarding;
- Creating multiple versions will mean that updates and revisions will be more difficult to carry out;
- Ensure that the messages contained across the various versions of the policy are consistent and do not contradict each other;
- Make sure that key pieces of information, such as the reporting procedure, are consistent across all of the various versions of the policy, to ensure that allegations or suspicions are reported appropriately.

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6.2B Template 1: Example Concise Version of the Child Safeguarding Policy

<p>Details of personnel to contact if you are concerned about the welfare and safety of children</p> <p>Designated Liaison Person:</p> <p>Police:</p> <p>Child Protection Service:</p>	<p>Child Safeguarding Policy Statement</p> <p>As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.</p> <p>All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.</p> <p> THE NATIONAL BOARD FOR SAFEGUARDING CHILDREN IN THE CATHOLIC CHURCH IN IRELAND</p> <p>T: (00353) 1 5053124 W: www.safeguarding.ie</p>	 <p>Safe Environments Child Protection Procedures Management of Respondents Care of Complainants Communication Training and Support Quality Assurance</p> <p>SAFEGUARDING CHILDREN: POLICY AND STANDARDS 2016 Summary</p> <p> THE NATIONAL BOARD FOR SAFEGUARDING CHILDREN IN THE CATHOLIC CHURCH IN IRELAND</p>
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COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.2

The Seven Safeguarding Standards

There are **seven standards** that every Church body is required to meet to fulfil the child safeguarding policy statement. They are:

Standard 1: Creating and Maintaining Safe Environments

Church bodies provide an environment for children that is welcoming, nurturing and safe. They provide access to good role models whom the children can trust, and who respect, protect and enhance their spiritual, physical, emotional, intellectual and social development

Standard 2: Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations

Church bodies have clear procedures and guidance on what to do and how to ensure there is a prompt response when suspicions, concerns, knowledge or allegations arise regarding a child's safety or welfare. They also enable the Church to meet all national and international legal and practice requirements and guidance.



Standard 5: Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, in order to develop and maintain the necessary knowledge, attitudes and skills to safeguard and protect children.

Standard 6: Communicating the Church's Safeguarding Message

Church bodies appropriately communicate the Church's child safeguarding message.

Standard 7: Quality Assuring Compliance with the Standards

The Church body develops a plan of action to quality assure compliance with the safeguarding standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each standard that applies to it, depending on its ministry.

Standard 3: Care and Support for the Complainant

Complainants who have suffered abuse as children receive a compassionate response when they disclose their abuse. They, and their families, are offered appropriate support, advice and pastoral care.

Standard 4: Care and Management of the Respondent

The Church authority has in place a fair process for investigating and managing child safeguarding concerns. When the threshold for reporting has been reached, a system of support and monitoring for respondents (cleric or religious) is provided.

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6.2C Guidance on Creating a Child Safeguarding Newsletter

Newsletters are a helpful way to keep everyone involved in the safeguarding structure updated on the Church's safeguarding message.

Questions for consideration

Before creating a newsletter, it is important to consider the following carefully:

- Will the newsletter be electronic or hard copy?
- What resources do you have in terms of producing the newsletter (finances, time and personnel)?
- Do you have a list of postal or email addresses to send the newsletter to?
- Have you gained permission from the owners of the addresses to send them the newsletter?
- How and where are these addresses stored?
- Do you have a procedure in place to allow people to opt out of receiving the newsletter?
- How often will you send the newsletter out?

Sources of content

In order to make the content of the newsletter as current and relevant as possible, it is important that personnel involved in its creation are informed on recent developments within child safeguarding. Some useful organisations include:

- **NBSCCCI:** The National Board for Safeguarding Children in the Catholic Church in Ireland produces a quarterly newsletter that is free to register for. If you would like to receive the newsletter, further details are available on www.safeguarding.ie.
- **Tusla:** The Child and Family Agency provide regular newsletters, available through their website www.tusla.ie.
- **Safeguarding Board NI:** There is a range of information that may prove useful to those developing newsletters. This can be accessed on www.safeguardingni.org.

Structure of newsletter

The structure of your newsletter will depend on your target audience. Some useful areas to include are:

- Recent legislative developments;
- Upcoming training or child safeguarding events;
- Information on contact details for key child safeguarding personnel;
- Frequently asked questions.

Review

To ensure the newsletter is working, it is important to periodically review and evaluate its effectiveness by consulting with the target audience.

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COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

6.2D Guidance on Developing a Child Safeguarding Statement (only required for Church Bodies who have Ministry with Children in the Republic of Ireland)

Church bodies who have ministry with children (Table 1 of Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016) in the Republic of Ireland are categorised as providing relevant services as defined in Schedule 1 of the Children First Act 2015.

As a relevant service provider each Church body that has ministry with children, must produce a Child Safeguarding Statement. This is a written statement that specifies the service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service is safe from harm. The definition of harm is outlined in section 2 of the Children First Act as:

(a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or

(b) Sexual abuse of the child

Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise

The Child Safeguarding Statement should provide an overview of the measures that the Church body has in place to ensure that children are protected from harm. It may also refer to more detailed procedures which can be made available on request.

The statutory requirement to have a Child Safeguarding Statement does not eradicate the need for the Church body's Child Safeguarding Policy and its associated procedures or guidance, but it should make reference to the Safeguarding Policy.

All relevant Church bodies must make the child safeguarding statement publically available by the 11th of March 2018, and circulate it to all Church personnel, make it available to parents/guardians, Tusla and any member of the public upon request.

The Children First Act 2015 requires that Tusla establishes and maintains a register of non-compliance of service providers who fail to provide a copy of the Child Safeguarding Statement to Tusla when requested.

To assist with this task a template Child Safeguarding Statement has been written for the Catholic Church (6.2D Template 1) which can be adapted by each Church body.

Relevant Person

As part of the Children First Act 2015 each relevant organisation is required to appoint a relevant person which is defined in Part 2 Section 8 as 'the person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's child safeguarding statement.'

Each Church body who is categorised as a relevant organisation should appoint a relevant person using the recruitment procedures outlined in Guidance 1.1A.

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6.2D Template 1: Example Child Safeguarding Statement (only required for Church Bodies who have Ministry with Children in the Republic of Ireland)

Child Safeguarding Statement of [INSERT NAME OF CHURCH BODY]

This statement has been prepared to comply with the requirements of the Children First Act 2015 and is derived from Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016. The policy of the Catholic Church in Ireland is based on standards of practice which contain indicators that assist in reaching these standards. These indicators can be used in assessing and managing risk.

Statement

As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being and will work in partnership with parents/ guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

Nature of service and principles to safeguard children from harm

The [INSERT NAME OF CHURCH BODY] as a constituent member of the Catholic Church in Ireland exists to promote the teachings of the Catholic Church. This includes the following ministry with children, as defined in Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016:

[INSERT LIST OF MINISTRY WITH CHILDREN]

As outlined in the Safeguarding Children 2016 Policy and Standards for the Catholic Church in Ireland we are committed to the following principles:

- Mandatory reporting.

Each of us has a duty to notify the statutory authorities of suspicions, concerns, knowledge or allegations that a child is being or has been abused:

- physically
- emotionally
- sexually
- through neglect

Suspicions, concerns, knowledge or allegations may relate to possible abuse by a member of Church personnel, but they can also relate to incidents in the child's family, or elsewhere in the community.

- Caring for the welfare of all children and the adults who work with them.

Measures to create and maintain environments that are safe for children, that prevent abuse, and that create nurturing, caring conditions within the Church for children and the adults who work with them, will continue to be strengthened and reviewed. This will be done through training support, communications and quality assurance.

- Responding appropriately to child protection suspicions, concerns, knowledge or allegations.

Anyone who brings any suspicion, concern, knowledge or allegation of current or past abuse of a child to the notice of the Church will be responded to sensitively, respectfully, actively and in a timely manner, in line with statutory child protection procedures and Church requirements.

All suspicions, concerns, knowledge or allegations that reach the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported to the appropriate statutory authorities. This will be done irrespective of the status of the person (lay, cleric or religious) who is suspected of having been abusive to a child. If the allegation relates to a lay member of Church personnel, in addition to notifying the statutory authorities, the allegation must be reported to the Church authority. If the allegation relates to a cleric or religious, in addition to notifying the statutory authorities, the allegation must also be reported to the Church authority and the National Board for Safeguarding Children in the Catholic Church in Ireland.

All Church personnel will cooperate with the statutory authorities in all cases.

In responding to complaints of child sexual abuse relating to clergy and all those in forms of consecrated life, Church authorities will act in accordance with the requirements of civil law and canon law, and so will respect the rights and uphold the safeguards afforded in these, both to the complainant and respondent.

- Caring pastorally for complainants and other affected persons.

Those who have suffered child abuse by Church personnel will receive a compassionate and just response, and will be offered appropriate pastoral care, counselling and support as they seek to rebuild their lives. An appropriate pastoral response to the family, parish, congregation or order and to the wider community will be provided, with due regard to the right of privacy of those directly involved, and to the administration of justice.

- Caring pastorally for respondents and other affected persons.

This Church body in its response to suspicions, concerns, knowledge or allegations of child sexual abuse will respect the rights under civil law and canon law of an accused cleric or religious or other Church personnel. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the processes develop, additional assessment, therapy and support services may be offered to the respondent.

The Church authority will take responsibility for ensuring that any cleric or religious who is considered to constitute a danger to children is managed according to a risk management plan.

All requisite steps will be taken to restore the good name and reputation of anyone who has been wrongly accused of abusing a child.

Respondents belong to families and diocesan or religious communities. The Church authority will be mindful of the need to provide support to members of families and communities affected by the respondent's changed situation.

Risk Assessment

The table below sets out the identified risks to the safety of children and young people involved in Church activities in [INSERT NAME OF CHURCH BODY] and the steps taken to minimise the risks of abuse.

Risk Identified	Procedure in place to manage risk identified
Risk of harm (as defined in the Children First Act 2015) of a child by Church personnel	Procedures to meet Indicator 1.1 of the Child Safeguarding Policy available from [INSERT DETAIL]
Risk of harm through bullying (as defined in the Children First Act 2015) of a child by Church personnel or peers	Procedures to meet Indicator 1.2 of the Child Safeguarding Policy available from [INSERT DETAIL] Procedures to meet Indicator 1.3 of the Child Safeguarding Policy available from [INSERT DETAIL]
The environment in which work with children is facilitated fails to protect them from harm (as defined in the Children First Act 2015)	Procedures to meet Indicators 1.4 and 1.8 of the Child Safeguarding Policy available from [INSERT DETAIL]
The environment in which work with children is facilitated fails to meet effective safeguarding practice	Procedures to meet Indicators 1.4 and 1.8 of the Child Safeguarding Policy available from [INSERT DETAIL]
External groups who use Church property are unsafe to do so	Procedures to meet Indicator 1.5 of the Child Safeguarding Policy available from [INSERT DETAIL]
Risk of harm (as defined in the Children First Act 2015) to a child during activities or trips away from home from Church personnel or other adults	Procedures to meet Indicators 1.6 and 1.7 of the Child Safeguarding Policy available from [INSERT DETAIL]
Risk of harm (as defined in the Children First Act 2015) through the use of digital media (photography, video and social media)	Procedures to meet Indicator 1.9 of the Child Safeguarding Policy available from [INSERT DETAIL]
Church personnel fail to report an allegation, suspicion, concern or knowledge appropriately	Procedures to meet Indicator 2.1 of the Child Safeguarding Policy available from [INSERT DETAIL]
Church personnel fail to take action during and following any investigation into allegations of abuse against clerics and religious to ensure children are protected from harm (as defined in the Children First Act 2015)	Procedures to meet Indicators 4.1, 4.2, 4.3 and 4.4 of the Child Safeguarding Policy available from [INSERT DETAIL]
Church personnel fail to support those who are victims of abuse	Procedures to meet Indicators 3.1, 3.2 and 3.3 of the Child Safeguarding Policy available from [INSERT DETAIL]
Church personnel fail to understand their responsibilities to safeguard children	Procedures to meet Indicators 5.1, 5.2, 5.3 and 5.4 of the Child Safeguarding Policy available from [INSERT DETAIL]
Children and their parents do not understand the Church's policy, procedures and structure to safeguard children and protect them from harm (as defined in the Children First Act 2015)	Procedures to meet Indicators 5.5, 6.1, 6.2, 6.3 and 6.4 of the Child Safeguarding Policy available from [INSERT DETAIL]
The procedures for safeguarding children from harm (as defined in the Children First Act 2015) fail to be implemented	Procedures to meet Indicators 7.1, 7.2 and 7.3 of the Child Safeguarding Policy available from [INSERT DETAIL]
The Church authority fails to ensure the appointment of a relevant person and maintain a list of mandated persons	Procedures to meeting Indicators 1.1, 6.1 and 2.1 of the Child Safeguarding Policy available from [INSERT DETAIL]
Risk of harm of a child (as defined in the Children First Act 2015) being disclosed during the Sacrament of Reconciliation	Procedures to meet indicator 2.1 of the Child Safeguarding Policy in relation to the Sacrament of Reconciliation available from [INSERT DETAIL]

Risk Assessment (Risks identified for this parish/religious community)

The table below sets out the identified risks to the safety of children and young people involved in Church activities in [INSERT NAME OF PARISH/LOCAL RELIGIOUS COMMUNITY] and the steps taken to minimise the risks of abuse. These are specific to this parish/local religious community and exist alongside those listed in the table above.

Risk Identified	Procedure in place to manage risk identified

Procedures

All procedures outlined in the risk assessment above are available at [INSERT DETAIL]. The procedures listed above include the following:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service. This is part of Indicator 2.1 which is available from [INSERT DETAIL]
- Procedure for the safe recruitment and selection of workers and volunteers to work with children. This is part of Indicator 1.1 available from [INSERT DETAIL]
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm. This is part of Indicators 5.1, 5.2, 5.3 and 5.4 available from [INSERT DETAIL]
- Procedure for the reporting of child protection or welfare concerns to Tusla. This is part of Indicator 2.1 which is available from [INSERT DETAIL]
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons. This is part of Indicator 2.1 which is available from [INSERT DETIAL]
- Procedure for appointing a relevant person. This is part of Indicators 1.1 and 6.1 which is available from [INSERT DETAIL]

Implementation

[INSERT NAME OF CHURCH BODY] is committed to safeguarding children through the implementation of *Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016*. This Child Safeguarding Statement and our practice supports our desire to keep children safe from harm while in our ministries. As part of our annual audit against the relevant indicators of the child safeguarding standards, we will review the effectiveness of our practice as outlined in this statement and will revise, as appropriate.

Signed _____

Date _____

Church Authority

For any queries relating to this statement please contact [INSERT NAME OF RELEVANT PERSON] on [INSERT CONTACT DETAIL]

STANDARD 6

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.2

6.3A Guidance on Communicating Appropriately to those whose First Language is not English, and to those who have Specific Needs

The Church authority needs to be aware of the particular requirements of those whose first language is not English. It is important that informative material is translated into the appropriate language so that all children and their parents/guardians are made aware of the child safeguarding practices in their parish or religious congregation. To do this, it is helpful to engage and participate with appropriately certified local groups/translators to help translate key child safeguarding resources into other languages (6.3A Template 1 and Template 2). The National Society for the Prevention of Cruelty to Children (NSPCC) provides additional child safeguarding resources in a range of formats. Their website is www.nspcc.org.uk.

Children who have specific needs because of disability or other vulnerabilities require extra care and attention. They may find it more difficult to access support and advice services because they may not have the communication skills needed to disclose what is happening to them. They may rely on adults to provide for their most intimate care, and so find it challenging to speak about any concerns they may have about such an adult.

A number of services are available in formats that are appropriate to young people with specific needs.

These may include:

- **Childline (ROI) text support:** Childline run a free text service for children and young people. Children often find it easier to text rather than talk on the phone if they have a worry or concern. Information on a range of issues is available through text. Text **'Talk'** to **50101**;
- **ChildLine (UK) online support:** ChildLine answers all messages posted by young people on their message board. This website also provides access to games and information about specific topics such as bullying, family breakup and lots more;
- **ChildLine (UK) Ask Sam:** This is a message board called 'Ask Sam', where young people can engage with trained personnel and receive support on a range of topics.

It is important when communicating with young people with specific needs that the information on the services above is made accessible by being posted alongside appropriate codes of behaviour about the care of children with specific needs, and that it is also made known to parents and guardians.

Where written information is not appropriate, visual images should be developed to indicate to children how they can raise a concern.

STANDARD 6

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.3

6.3A Template 1: Example Child Safeguarding Poster in Polish

Oświadczenie w sprawie polityki bezpieczeństwa dzieci dla Kościoła w Irlandii

Jako integralna część Kościoła Katolickiego w Irlandii uznajemy i wspieramy godność i prawa wszystkich dzieci oraz gwarantujemy ich bezpieczeństwo i pomyślność. Zamierzamy także współpracować z rodzicami/ opiekunami dla osiągnięcia tego celu. Uznajemy, że każde dziecko jest darem od Boga oraz cenimy je i zachęcamy dzieci do aktywnego udziału we wszystkich zajęciach, które rozwijają je duchowo, fizycznie, emocjonalnie, intelektualnie i społecznie.

Wszyscy pracujący w Kościele (włączając księży, osoby zakonne, pracowników oraz wolontariuszy) mają obowiązek troszczyć się o dzieci poprzez popieranie tego, co służy ich dobru, zdrowiu i rozwojowi w bezpiecznym i troskliwym otoczeniu zgodnie z ich najlepszym interesem i zapobiegać ich wykorzystywaniu.

Dane kontaktowe personelu jeżeli ma miejsce uzasadniona obawa o dobro i bezpieczeństwo dzieci

Wpisz nazwiska i dane kontaktowe według kolejności

DLP:

Policja:

Służba Bezpieczeństwa dziecka:

STANDARD 6

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.3

6.3A Template 2: Example Child Safeguarding Poster in Irish

Ráiteas pholasaí chomhbhaill na hEaglaise Caitlicí in Éirinn um chosaint leanaí.

Mar chomhbhaill den Eaglais Chaitliceach in Éirinn, aithnímid agus seasaimid le dínit agus le cearta gach uile linbh. Táimid lán-cheaptha ar a sábháilteacht agus a leas a dheimhniú, agus saothróimid i gcomhar lena dtuismitheoirí (nó a gcaomhnóirí) chun é sin a chur i gcrích. Aithnímid gur tabhartas ó Dhia gach leanbh, agus is mór againn agus molaimid le leanaí a bheith rannpháirteach sna himeachtaí go léir a dheineann iad a fhorbairt agus a chuireann lena leas ó thaobh an choirp, agus ón dtaobh spioradálta de, ó thaobh na mothúchán, go hintleachtúil, agus go sóisialta.

Tá sé de dhualgas ar gach éinne d'fhoireann na hEaglaise (an clér, bráithre agus mná rialta, oibrithe agus oibrithe deonacha san áireamh) leanaí a chosaint, agus a leas, a sláinte agus a bhforbairt phearsanta á gcur chun cinn acu, i gcomhluadar sábháilte ceanúil a chuirfidh lena leas agus ná ceadóidh droch-usáid d'aon tsórt.

Sonraí na ndaoine ar chóir duit dul i dteagmháil leo, má bhíonn imní ort mar gheall ar leas nó ar shábháilteacht leanaí.

Scríobh anseo thíos ainmneacha agus sonraí teagmhála an Idirghabhálaí Ainmnithe, agus ainmneacha agus sonraí teagmhála na n-údarás reachtúil (An Garda Síochána nó PSNI agus Túsla nó HSCT, mar is cuí):

An t-Idirghabhálaí Ainmnithe:

An Garda Síochána/PSNI:

Túsla/HSCT:

STANDARD 6

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

6.4A Guidance on Developing Links with Other Organisations in the Locality in Order to Promote a Safe and Caring Community, and to Share Good Practices

The importance of good and regular interagency communication has been consistently highlighted across a range of reports and recommendations on child safeguarding and child protection.

On Page 259 of the Ferns Report¹ it is highlighted that this method of communication is important

... to identify and report any lessons which might usefully be learnt from the past, which will result in improved child protection.

It is important that this interagency cooperation happens at a number of different levels. Alongside the NBSCCCI, who can be contacted for advice and support on good practice, there are other organisations, listed below, that should be included in interagency work.

Statutory services

It is important that those involved in communicating the Church's child safeguarding message regularly meet with key representatives from the local statutory agencies to discuss and develop best practice in terms of communication and cooperation, including:

- An Garda Síochána/PSNI
- Tusla/HSCT

Minutes of these meetings should be stored safely and securely in accordance with Appendix B.

Counselling and support services

There are a number of counselling and support services that can offer support and advice to Church personnel, parents/guardians and children in relation to child safeguarding matters, including:

- www.barnardos.ie
- www.barnardos.co.uk
- www.ispcc.ie
- www.nspcc.org.uk
- www.webwise.ie
- www.hotline.ie

¹ The Ferns Report (2005) was an official Irish Government inquiry into the allegations of clerical sexual abuse in the Roman Catholic Diocese of Ferns in County Wexford, Ireland.

STANDARD 6

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE GUIDANCE FOR INDICATOR 6.4

- www.childline.ie
- www.childline.org.uk
- www.internetsafety.ie
- www.samaritans.org